



Troop #XXXX

**Parent
Handbook**

2010-2011

Troop #XXXX Parent Handbook

Thank you for registering your girl in Girl Scouts! We are going to have so much fun this year. Girl Scouts is about empowering each and every girl and helping them explore the world and all it has to offer them.

~Please program these numbers into your phone for quick reference~

- Leaders: [List Leaders and Numbers here](#)

During this year, we hope to ...

1. Develop a strong sense of self in each girl
2. Develop positive values
3. Help each girl gain practical life skills
4. Help girls seek new challenges
5. Develop critical thinking skills
6. Develop healthy relationships within our troop and community
7. Promote cooperation and team building
8. Help girls learn critical skills to resolve conflict
9. Show them diversity in the world
10. Help them feel connected to their community, locally and globally
11. Identify community needs
12. Be resourceful problem solvers
13. Be advocates for each other, themselves and others in the community
14. Educate and inspire others to act
15. Teach girls to feel empowered to make a difference in the world

Attendance

[Troop Attendance Dues Record](#)

We keep track of attendance at each meeting. Girls with perfect attendance at the end of the school year will receive a [list prize here such as certificate or Fun Patch](#). We ask for your cooperation in making sure that girls are on time for meetings, field trips and other activities. Girls that are late miss out on important information as well as become a distraction. Please pick up girls promptly when meetings are over. It can be upsetting for all involved when you are late. If you know you are running late, please call one of us or let us know if someone else will be picking up your girl. We will NOT allow another person to take your Girl Scout unless you have told us specifically! We also appreciate you letting us know if your Girl Scout is sick or you will be gone for a meeting. We worry about all the girls and want to make sure they are ok.

Girl Scout Awards/Badges

Our council has many badges and awards that the girls can earn. Here is what we plan to do this year and the requirements it takes.....[list the awards, patches, badges or council activities you plan to do over the year.](#)

Cancellations of Meetings

[Canceling Meetings Form](#)

Read this carefully. This note describes what we will do when there is bad weather. Please include times that you pick up your child from childcare or school so that we know when and where to reach you at any time in case of a meeting cancellation or change. If there is no school or an early out, we WILL NOT have a meeting. There are cases where the weather begins to get bad near the time of our meeting. We use the canceled meeting form to make sure we are able to contact you if we need to.

Code of Conduct

Code of Conduct Agreement

Please fill out and return bottom portion of this form after reading it thoroughly. Please have your Girl Scout sign this as well. We want all girls to get the most out of this experience. We do not tolerate behavior such as bullying, recklessness, or other mean or irresponsible behavior that might affect or be harmful for meetings, other troop members, volunteers or themselves. We have a "three strikes and you're out" rule. Two warnings will be given. The first warning is to the girl herself and the second is given with a meeting with the parent. The next time that a girl acts in a harmful way, she will be asked to leave and an alternative method of participation in our Girl Scout troop may need to be discussed. Please keep in mind that verbal bullying and foul language is also not tolerated. We encourage our girls to treat each other with respect while we are together, even if they are not close friends or have differences. We want everyone to enjoy this experience in a safe and fun environment!

Cookie Sale Program and Fall Sale Program

Girl Scouts can participate in two product sales each year. During the Fall Program Sale, our troop will earn enter troop profit % here of our total sales and girls earn recognitions. Sale dates are list current year's sale dates and each girl must have the permission slip form filled out before she starts selling. It's a great way to earn money for our troop to help pay for badges that we earn, materials, and other activities that we might want to do, such as field trips.

The Fall Sale Program begins in November and more information will come later in the year. **In order for us to participate in the Fall Sale Program, we MUST have at least one parent helper called the "Fall Sale Parent"**. You can sign up to do this alone or as a team with another parent. The "Fall Sale Parent" will be responsible for helping with product ordering, money delivering, and answering questions. Let us know ASAP if you are interested.

The Cookie Sale Program begins in January and more information will come later in the year. IN addition to troop profit, girls earn recognitions and Cookie Program Credit, which can be use d to help pay for events, camp and Girl Scout merchandise. **In order for us to participate in the Cookie Sale Program, we MUST have at least one parent helper called the "Cookie Parent"**. You can sign up to do this alone or as a team with another parent. The "Cookie Parent" will be responsible for helping with product ordering, money delivering, answering questions and reorders and possibly a cookie booth. Let us know ASAP if you are interested.

Donations (cash or gifts-in-kind)

Cash Gift Report Gift In Kind Report

Since Girl Scouts is a non-profit organization, we rely heavily on donations and/or fund raisers to earn money for our activities. If you or anyone you know would like to donate to our troop, we can get the forms needed and let you know of the procedures. Many

businesses will match a monetary donation that you might make; your HR department usually has all the information you need, including forms. Some businesses are also very willing to donate supplies or materials. We are always in need of both! If you are willing to help with this, let us know. The majority of the money we get during the year is through product sales and troop dues so even the smallest amount helps!

** Remember that most donations (cash or other) are tax deductible! **

Dues

Membership Dues- The \$12 per person pays for your daughter to be a registered Girl Scout. This money is sent to our council and then sent on to Girl Scouts of the USA. A membership year runs from Oct.1- Sept. 30. It is possible that we'll ask for these dues in the spring as part of "early" registration for the fall. Girls who register early will receive an incentive.

Troop Dues- After much consideration, it has been decided to ask that each family pay a one-time amount of **pick an amount suitable for the troops needs** for troop dues to help cover the expenses that incur through materials, trips and badges and that our troop profit from product sales does not cover.

Grants for Girls or Volunteers

Grants for Membership Dues

Grants for Girls Form

If you are unable to purchase supplies or materials such as uniforms, badges, or handbooks, or pay for event and camp fees, due to financial restraints, please contact us privately. We can help you fill out the forms to request help to cover expenses. We try very hard to keep your out-of-pocket expenses low, without impacting the quality of the experience your daughter receives. In most cases, nothing is required (including books and uniforms) except the \$12 membership fee, which can also be waived for those eligible. We are very confidential about financial information and do not want any girl to be left out due to their family's inability to pay. If you want to volunteer your time but are limited by finances, there is also a grant form for adults. (There may be resources available such as handbooks, for check-out at public libraries and through the area Girl Scout leadership centers.)

Health & Supplemental Form

Year-Long Permission Form

We want all girls to be healthy and enjoy themselves! Please fill out the Supplemental Health Form and return it to us. This lets us know of any allergies, medications or other health concerns before any issues arise. We DO NOT share this info with ANYONE!

Also, as a general rule, if your girl is sick have her stay home and rest. As a guideline, if she's unable to make it to school that day, she shouldn't come to a meeting. We can catch her up on anything she may have missed. If you are questioning whether she should come or not, lean towards being over cautious and have her stay home and rest until she's feeling 100%. It's no fun for anyone when someone's ill.

Juliette Gordon Low

Early in the year, we will be talking again about Juliette Gordon Low, the founder of Girl Scouts. Feel free to check books out at public libraries so you and your girl can get better acquainted with the wonderful person who started it all.

Meetings

Meetings will be held **list how frequent meetings are** from **_____ to _____**. We will hold them at **put your meeting location here**. Please watch the schedule so that you know where to pick up your Girl Scout. Here is an example of what our meeting will look like: **change the agenda to fit your troop**

- Pre-Meeting: There will be an activity to keep girls occupied until we get started.
- Opening: We will say the Girl Scout Promise, the Girl Scout Law, and the Pledge of Allegiance before discussing the planned activities for the meeting.
- Activities: This is when we get down to business and have fun!
- Snack: We relax and enjoy a healthy snack provided by one of the girls.
- Clean-up: No fun, but we all have to do it.
- Closing: Friendship circle and song, handouts, last minute info, pack up

We will try to make sure we get done on time. Please be patient if you arrive early and we are just finishing up. If you need to pick up your girl early or right after meeting, please let us know ahead of time so we can have her ready to go.

Parent Newsletter

Troop News Network Template

We will be sending a newsletter home at each meeting. This will be full of important information regarding what we did that meeting, what we are planning for the next, upcoming meeting dates, field trips and reminders. **Please read this!**

Also, if you have an email address, we would love to have it. Email is the easiest way for us to get info to you in a quick way regarding meetings, cancellations, field trips, fundraisers and other things!

Promise and Girl Scout Laws

All of our activities will in some way involve the Girl Scout Promise and Law. Please help your Girl Scout learn the Girl Scout Promise, which is said holding up the middle three fingers on the right hand. You'll be surprised how quickly she will learn these!

Safety

Accident Report Form

Girl Scouts emphasize fun with safety. We take your daughter's safety seriously. All activities will be assessed to make sure that they are safe and age appropriate.

In the rare case that your child should get hurt during an activity, a copy of an accident report will come home. If the accident would be severe enough to seek medical treatment, you will be notified immediately and more extensive paperwork will be filed and the council notified. A copy of our safety guidelines is available online at www.GSEIWI.org for your review.

Snacks **you might need to adjust this according to what your troop does**

We want to make sure all girls are feeling good, so we will always have a healthy snack at each meeting. We will make up a snack calendar when meetings are set to show whose turn it is to bring snacks. We will try to correspond it with the same day as their parent helper. You will only need enough for troop members. We will provide more information for this with the snack calendar. **Please ask about food allergies!**

Trips/Field Trips/Outings

Parental Permission Form for Girl Scout Activities

There are many activities we can do outside of our regular meetings. When we decide to do an event or trip, each girl will have a permission form come home that will need to be signed and returned to us. After we receive all forms, then we can register the troop for that event and we can begin to plan for that day. We will always need volunteers for these events, some of which may cost money. If we have troop funds, we might be able to use that. Please try to come with us; our outings are lots of fun!

Uniforms and Badges

As a Girl Scout, the girls will be earning all kinds of badges. Each badge or patch has different requirements. We will try to do as many as we can without losing focus of our goals. Girls can also earn "fun patches" for special activities or events that we may attend. If your girl finishes a badge outside of our meetings and events, let us know so we can sign off on the badge and she will receive it at our next badge ceremony. We will try to do a short badge ceremony at our regular meetings **list how many award ceremonies you plan to do** times this year.

Uniforms are not required for troop meetings, but may be required for special activities, such as ceremonies, presentations, etc. We'll let you know if and you're your girl needs a uniform. Uniforms consist of a vest or sash for your girls' grade level and a white top and khaki pants or skirt. Your girl may wear her own top and pants/skirt or you may purchase them through the council shops. Vests/sashes are available through the council shops; there is also an optional short sleeve or long sleeve shirt, shorts or jumper.

A vest or sash is a great place to display the badges they earn and a great way to identify our troop at events. There are other items that can be added to a vest or sash. They are: council badges, American flag, troop numbers, membership pin, insignia pin and an insignia tab. Our council online shop, <http://shop.GSEIWI.org>, shows the uniforms and badges available.

Volunteering

Girl Scouts is based on volunteers and we really need help. This year, we are asking that each parent sign up to help with at least **list how many meeting you want them to help with** of our meetings. This way, we always have an extra set of hands to help with setting up, activities and clean-up. You'll be surprised how happy it makes your Girl Scout to have you there!

If you are volunteering and have younger/older children, they are welcome to come, too. However, keep in mind though that they are to be your responsibility. We are only registered to work with the registered Girl Scouts and some activities we do may not be age appropriate for younger kids. Please also make sure that they DO NOT distract from our meetings and that you bring a snack for them for snack time and activities to keep them occupied.

Questions

Please call or email [list leaders' names](#) with any question big or small. We encourage feedback and suggestions. Let us know what you hope your girl gets out of Girl Scouts this year and if you have ideas for field trips or activities. If you have an area of expertise or hobby you'd like to share, we'd love to hear about it.